



OFFICE OF
INSURANCE COMMISSIONER

June 6, 2005

TO: Potential Bidders

FROM: James T. Odiome, CPA, JD
Deputy Insurance Commissioner
Company Supervision Division

SUBJECT: CONSULTANT SERVICES
REQUEST FOR PROPOSAL

A handwritten signature in black ink, likely belonging to James T. Odiome, Deputy Insurance Commissioner.

Our RFP for market analysis development services allows potential bidders to present questions regarding the RFP until the close of business June 3, 2005. Below are the questions received. Each question is followed immediately by our response to the question.

- Q. Can you please clarify what a KSA is?
- A. KSA as used in the RFP means knowledge, skills, and abilities necessary to perform market analysis functions for each position recommended for the market analysis unit.
- Q. Is it possible to obtain a Word document version of Exhibit A, Certifications and Assurances, in order to incorporate the document in our proposal?
- A. Exhibit A, Certifications and Assurances, is available as a Word document. Please contact Susan Miller at Susanm@oic.wa.gov for a Word copy of the exhibit.
- Q. With regard to Funding (Section 1.4 of the RFP), has the 2005 legislative session to date resulted in the market analysis funding?
- A. Yes.
- Q. RFP Sections 3 and 3.1 refer to bidding on services as a block or as individual services. Section 3.2, however, seems singular in its request for services "To assist in the development and implementation of a plan for a systematic, comprehensive market analysis program." Could you please clarify the number of services you are seeking in this RFP? If more than one service is requested, could you please identify each service separately?
- A. RFP Section 3.2.1.1 identifies the service OIC seeks to acquire. In the event the service identified in 3.2.1.1 is, in the usual course of trade of potential bidders, actually composed of easily segregated distinct services, RFP sections 3 and 3.1 allow bidders to make proposals on those distinct services.



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- Q. Could you please clarify your expectations regarding sample work? RFP Section 4.5.2 indicates "bidder shall submit sample of its work" where Exhibit B indicates "A sample of the Bidders work for each of the categories bid (accounting and legal services)."
- A. The referenced provision of Exhibit B should be/is revised to read "A Sample of the Bidders work." That revision conforms Exhibit B to RFP Section 4.5.2.
- Q. The CONFIDENTIALITY/SAFEGUARDING OF INFORMATION section of the sample contract seems to be applicable to a contract for services related to a specific company. Could you please provide sample language regarding confidentiality/safeguarding of information as it pertains to the Department?
- A. The "Confidentiality/Safeguarding of Information" section of "General Terms and Conditions" attached as Exhibit C to the RFP should be/is revised to read as follows:
- The Contractor shall not use or disclose any information concerning OIC or any OIC regulated entity, or information which may be classified as confidential for any purpose not directly connected with the administration of this contract, except with prior written consent of the OIC, or as may be required by law.
- Q. We understand the waiver of immunity under Title 51 RCW as stated on page 7 of the sample contract. Do we still have immunity as stated in RCW 48.03.075?
- A. It is our understanding that the service contemplated by the RFP does not qualify for the immunity provided by RCW 48.03.075.